

PEMS Field Measurements Data Loader Instructions

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PEMS Field Measurements Data Loader Instructions

The field measurements header file is optional. If you want to load a header file, load the detail data file prior to loading the header file.

I. Steps to Load the Field Measurements Detail Data File

1. Prepare the Field Measurements detail data file in CSV format according to the specified file format (attached). Do not include a file header row in the file.
2. Prefix the name of the Field Measurements detail data file with "F".
3. Log on to PEMS application and select the project with which you want the field measurements associated or create a new project.
4. Click on **Data Management** in the left pane.
5. Click on the RTL Field Measurements link.
6. On the File to Transfer input field, enter the name of the CSV file or use the Browse button to select the CSV file.
7. Click the ***Click Here to Continue*** icon.
8. The system will perform the data validation process.
9. If there is a fatal error, the system rolls back any changes and stops the process.
 - A message screen will display all fatal errors explaining the violation.
 - All fatal errors must be corrected.
 - After all errors are corrected, repeat Steps 1 through 8 to reload the same data file.
10. If the data file is loaded successfully, a successful message will be displayed.
 - You can return to the Data Management screen by clicking the ***Return to Data Management*** button or you can return to the RTL Field Measurements main screen to load another data file by clicking the ***Return to RTL Field Measurement*** button.
11. To verify that the data file was loaded using the **Data Management** function:
 - Click on **Data Management** in the left pane.

- Click on the Field Measurements link.
 - Select a Form ID from the newly loaded data file that appears on the pull down pick list.
 - Click the ***Click Here to Continue*** icon.
 - Verify the main Field Measurements information. You can update any information on this screen or add information to fields that are null.
 - Click the ***Click Here to Continue*** icon.
 - Verify the list of parameters, results, units, collection date, collection time and Field Equipment Id accordingly.
12. To verify that the data file was loaded using **Reports** function:
- Click on **Reports** in the left pane.
 - Click on the Download Field Measurements link.
 - Enter selection criteria.
 - Click the ***Click Here to Continue*** icon.
 - The Field Measurements data will be displayed in an Excel spreadsheet.

II. Steps to Load the Field Measurements Header File (Optional)

1. Prepare the Field Measurements header file in CSV format according to the specified file format (see attached). Do not include a file header row in the file. If you have produced your file using Excel, and the project leader badged number field contains a value with a leading zero, change that column to text before saving the file as a .csv file so that the leading zero is not remains intact.
2. Prefix the name of the Field Measurement header file with “H”.
3. Log on to PEMS application and select the project with which you want the field measurements header information associated.
4. Click on **Data Management** in the left pane.
5. Click on the RTL Field Measurements link.
6. On the File to Transfer input field, enter the name of the CSV file or use the Browse button to select the CSV file.
7. Click the ***Click Here to Continue*** icon.
8. The system will perform a data validation process.
9. If there is a fatal error, the system rolls back any changes and stops the process.

- A message screen will display all fatal errors explaining the violation.
- All fatal errors must be corrected.
- After all errors are corrected, repeat Steps 1 through 8 to reload the same file.

10. If the file is loaded successfully, a successful message will be displayed.

- You can return to the Data Management screen by clicking the ***Return to Data Management*** button or you can return to the RTL Field Measurements main screen to load another file by clicking the ***Return to RTL Field Measurement*** button.

11. To verify that the file was loaded using the **Data Management** function:

- Click on **Data Management** in the left pane.
- Click on the Field Measurements link.
- Select a Form ID from the newly loaded data file that appears on the pull down pick list.
- Click the ***Click Here to Continue*** icon.
- Verify the main Field Measurement information. You can update any information on this screen or add information to fields that are null.

III. How to Review the File Load History

1. Log in to PEMS.
2. Click on the Login By Project icon.
3. Click on the project name that contains the file history you want to review.
4. Click on Lab Data in the left pane.
5. Click on EDD Data File History.
6. Enter either the file name that you loaded, example:
F_data_file_name.csv or the name of the file assigned by the system,
example: F0017857.

IV. Field Measurements Data Loader Error Messages

Field Name	Error Message
Project ID	Missing Project ID
Project ID	Must log into project XXX to load
Project ID	Invalid Project ID
Environmental Project Task Code	Missing Environmental Project Task Code
Environmental Project Task Code	Invalid Environmental Project Task Code XXX

	for Project XXX
Monitoring Location ID	Missing Monitoring Location ID
Monitoring Location ID	Invalid Monitoring Location ID XXX for Project XXX and Environmental Project Task Code XXX
Monitoring Event Begin Date	Missing Monitoring Event Begin Date
Monitoring Event Begin Date	Invalid Monitoring Event Begin Date Format
Monitoring Event Begin Date	Invalid Monitoring Event Begin Date - over 2 years old
Monitoring Event Sequence No	Missing Monitoring Event Sequence No
Monitoring Event Sequence No	Monitoring Event Sequence No must be numeric
Parameter Code	Missing Parameter Code
Parameter Code	Invalid Parameter Code XXX
Collection Date	Missing Collection Date
Collection Date	Invalid Collection Date Format XXX
Collection Date	Collection Date must be between XXX and XXX
Collection Time	Missing Collection Time
Collection Time	Collection Time must be numeric
Collection Time	Hour must be between 0 and 23
Collection Time	Minutes must be between 0 and 59
Collection Time	Invalid Collection XXX
Form No	Missing Form No
Form No	The maximum length for Form No is 15
Form Type	Missing Form Type
Form Type	Invalid Form Type XXX
Matrix Type Code	Missing Matrix Type Code
Matrix Type Code	Invalid Matrix Type Code XXX
Field Measurement Report Result	Missing Field Measurement Report Result
Field Measurement Report Result	Field Measurement Report Result must be numeric
Field Measurement Report Unit	Missing Field Measurement Report Unit
Field Measurement Report Unit	Invalid Field Measurement Report Unit XXX
Result Qualifier	The maximum length for Result Qualifier is 4
Field Measurement Depth	Field Measurement Depth must be numeric
Field Measurement Depth Unit	Field Measurement Depth Unit is required for Depth XXX
Field Measurement Depth Unit	Field Measurement Depth Unit is not allowed because there is no entry for Depth
Field Measurement Depth Unit	Invalid Field Measurement Depth Unit XXX
Action Level	Action Level must be numeric
Result Qualifier	Invalid Result Qualifiers: XXX
Equipment ID	Invalid Project Equipment ID XXX
Oreis Use Flag	Oreis Use Flag must be "Y" or "N";
Project Leader Badge No	The maximum length for Project Leader Badge No is 6

Project Leader Badge No	Invalid Project Leader Badged No. XXX
To check if Field Measurement Header record exists	The Field Measurement Header record does not exist.